MOSE 101 Online Curriculum   *draft*

Day 1 (morning)

- Welcome
- PowerPoint Orientation   (history / back ground of MOSES / Map / who uses it)
- Logging in
  - Confidentiality
  - Password information
- Navigation   (tool bars / main drop menus)
- Search for Job Seekers
  - Basics
  - Advanced Search
  - Not found
- Adding a Job Seeker
  - Basic tab

Day 2 (morning)

- Adding a Job Seeker
  - Basic tab (recap)
  - Full tab (s)
  - Education
  - Work History
    - Search for employer
    - Employer not in System
- Services
  - General
    - Include Follow up
  - Administration
    - Contact
    - INETSELF
  - Test
    - TABE
    - Other tests
- Alerts
  - Use sample case
    - Types
- NOTES

Day 3 (morning)

- Recap
- Exercise A
    - Review Exercise A
- Events / Workshops
    - Navigating Events
    - Participants
        - Add
        - Look up name
        - Non- MOSES
        - In job seeker record
            - Delete
            - Add
                - Services
- Job Bank Browse
    - Criteria entry
    - Browse
    - Interpreting the job match
        - Navigating   (Icons, sort, etc.)
- Job Matching in Job Seeker Programs
    - Enroll
    - Match Criteria
        - Refence sub tab
        - Skill Set sub tab
        - Summary tab
- Run Match

Day 4 (morning)

- Exercise B
    - Review Exercise B
- Run Match
    - Results
        - Review
        - Refer / Not Referred /Call In
- Referral to Hire
- Entered Employment
    - Other options
- Wage match (employment validation)
- Employment Follow Up
- Recap
- Final exam

Graduation